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1954
to 1974

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~~CONFIDENTIAL~~

25X1

~~CORRESPONDENCE~~ ~~GENERAL~~

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68. Originating Office Identification. "CTB/TR:EFGreen:rst/3742 (23 Jan. 54)" as shown in Exhibit 4 denotes the originating office (CTB/TR), the originating official (EFGreen), the typist (rst), the originator's telephone extension if appropriate (3742), and the date the memorandum was dictated (23 Jan. 54). Refer also to Paragraph 23.
69. Defense Classification Markings. See Paragraph 24.

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CORRESPONDENCE - GENERAL

13 SPACES

MEMORANDUM FOR: Assistant Deputy Director for Support

THROUGH: Chief, Management Staff

SUBJECT: Revised CIA Correspondence Handbook

4 SPACES

1. As requested in your memorandum of 9 January 1954, our clerical training staff has reviewed the first draft of the proposed revised CIA Correspondence Handbook. From this review there evolved the following recommendations regarding memorandum format:

a. Increase the space between the subject line and the text from two typing lines to four lines on second pages.

b. Indent the command line five spaces from the left margin.

2. Editorial notes have been made in the enclosed copy.

9 SPACES

OMIT THE DATE WHENEVER THE SIGNING OF A MEMORANDUM MAY BE DELAYED.

23 January 1954

4 SPACES

O. K. LETTERWRITER

Deputy Director of Training

Enclosure: 2 SPACES

First Draft of CIA Correspondence Handbook

1/ cc: Inspector General

2/ Distribution:

Orig. and 1 - Addressee

1 - C/Mgt/S

1 - DTR (Chrono)

1 - CTB/TR

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EXHIBIT 4
MEMORANDUM ON PLAIN BOND